Start by logging into the UC Learning Center at this URL: https://uc.sumtotal.host/rcore/c/dash/home?domain=4

STEP 1

**Find the Manager Dashboard on the left side of the page and Click.**
STEP 2

Look at the Users (#) tab at the top.

The number (#) represents the number of Direct Reports the UC Learning Center lists for you.

STEP 3

Use the scroll bars to move down the list of your employees.
STEP 4

Click on the blue button with a number before Incomplete, for example 1 Incomplete (as shown).

0 Incomplete means the employee is up to date on their Foundational Skills required training as of today.
STEP 5

Review the list of Activity Names (course titles) shown and notice the Due Date.

Only the Foundational Skills required trainings that your employee has outstanding will appear here.
STEP 6
Click the Close button to return to your list of direct reports.

STEP 7
Click the arrow next to Profile to see other pages to navigate to.
The options listed will take you to pages that your direct report sees.
STEP 8

Select the Training Analysis item to go to your direct report's full list of required and recommended trainings.

The UC Learning Center will have you emulate the direct report, so you'll be seeing what your direct report sees! This can take a few seconds and you'll see your browser working.
STEP 9

Use the Filter By option to show only those courses that are Required.

Review the Required courses that are listed for your direct report. Review the Assignment Status column to the right.

- **Acquired** or **Attended** = current until Expiration Date (if there is one)
- **Assigned** or **In Progress** = direct report should be completing these by the Due Date
- Any other Assignment Status indicates the person is past due on the training and should complete it as soon as possible.
STEP 10
Click on EXIT EMULATION to return to your Manager Dashboard

STEP 11
Click your Manager Dashboard to review other direct reports' training.
Never miss a step again. Visit Tango.us